

# ORDERS PLACED IN TAP TAXPAYER ACCESS POINT (TAP) (Placing Orders)

Go to the TAP website at <https://revenue.mt.gov> , TAP Login

You must be registered before trying to Login. "Sign Up Now"

Type "**Username**", "**Password**", and Click box "**Trust this Computer**" IMPORTANT: (only if you are on a computer you trust i.e. work computer, not a public computer, will you check "Trust This Computer" box.)

Enter "**Authorization Code**" (retrieved from email), Click "**Login**"

Menu

- Home
- Back
- Help

## Welcome to Taxpayer Access Point (TAP)

**Individual**

- File a Return
- Retrieve a Saved Return
- Make a Payment
- Where's My Refund
- Add Power of Attorney
- \*NEW\* Verify Return

**Business**

- Add Power of Attorney
- Request Account
- File PT-AGR
- File PT-STM
- Tax Certificate Application
- \*NEW\* File Upload

**Unclaimed Property**  
Click for Cash

- Search for Unclaimed Cash
- Retrieve a Saved Claim
- Track Your Claim Status
- Quick Claim Letter
- What You Will Need

**Liquor**

- Liquor Pricing Calculator
- License Search
- Retrieve a Saved Application
- Beer/Wine Label Search
- Temporary Authority Search

**LOGIN** [Forgot my Password](#)  
Username  
Required  
Password  
Required  
**Login**  
Authorization Code:  
☐ Trust This Computer  
**SIGN UP FOR ACCOUNT ACCESS**

- [Who Can Use TAP Login Access?](#)
- [DOR - Individual, Business, Liquor](#)
- [DOJ - Gambling Control Division](#)

**Sign up Now!**

Click **"Yes"** takes you to the confirmation page. Click **"OK"**, Enter authorization code.

**LOGIN** [Forgot my Password](#)

Username  
*Required*

Password  
.....

**Login**

Authorization Code:

☒ Trust This Computer

**SIGN UP FOR ACCOUNT ACCESS**

- Who Can Use TAP Login Access?
- DOR - Individual, Business, Liquor
- DOJ - Gambling Control Division

**Sign up Now!**

After you have entered the **"User name"**, **"Password"**, **"Authorization Code"** and **Trust This Computer**, **IMPORTANT:** (only if you are on a computer you trust i.e. work computer, not a public computer, will you check "Trust This Computer" box.)

Click **"Login"**. You should be at your Account ID. Click on the **"Blue LIQ Account ID"**.

**Menu** [Log Off](#)

[Home](#)  
[Back](#)  
[Help](#)

**TAS** [Toggle Log](#)

RunDate: 18-Mar-2016  
Last Request: 639ms (580ms)

[View My Profile](#)  
[Add Access to Another Account](#)

**MONTANA LIQUOR STORE #999, LLC**

Montana Tax Number	6713043	DBA Name	LIQUOR STORE #999
Balance	\$0.00	Legal Name	MONTANA LIQUOR STORE #999, LLC
		Location Address	123 MAIN ST HELENA MT 59601
		Mailing Address	

**ACCOUNTS<sup>1</sup>** **REQUESTS<sup>0</sup>** **WEB MESSAGING<sup>0</sup>** **LETTERS<sup>0</sup>**

**MY ACCOUNTS<sup>1</sup>**


Account ID	Account Type	Name	Frequency	Address	Balance
6713043-002-LIQ	Agcy Liq Str	LIQUOR STORE #999	Weekly-Fri	123 MAIN ST HELENA MT 596	0.00

This will bring up the **“Processed and Pending Customer Orders”** screen.

Click on **“New Order”** or **“Change Order”** (which is an existing order) for the needed filing period located on the Web Liquor Order screen.

After clicking on **“New”** or **“Change”** it takes you to the **“Web Liquor Order”** screen. The pick date will be selected for you. You can change the Pick Date for the following week’s order by selecting the drop down arrow on: (1.) The Pick Date for your next order and choose your date.

## NEW ORDER

**Taxpayer Access Point**  **Montana Department of Revenue**

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 04-Feb-2014  
Last Request: 654ms

View Back Orders  
Submit RLD  
Submit Credit for DEF  
Submit Credit for OOS  
Make a Payment


Account ID: LIQ

**Processed and Pending Customer Orders**

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coup
	<a href="#">New Order</a>	10-Feb-2014	31-Jan-9999	NEW			
213534		03-Feb-2014		Confirmed			
213476	<a href="#">Order Details</a>	27-Jan-2014	28-Jan-2014	Shipped			<a href="#">Invoice/Coup</a>
213343	<a href="#">Order Details</a>	13-Jan-2014	14-Jan-2014	Shipped			<a href="#">Invoice/Coup</a>
213279	<a href="#">Order Details</a>	13-Jan-2014	14-Jan-2014	Shipped			<a href="#">Invoice/Coup</a>
213128	<a href="#">Order Details</a>	06-Jan-2014	07-Jan-2014	Shipped			<a href="#">Invoice/Coup</a>
213043	<a href="#">Order Details</a>	30-Dec-2013	30-Dec-2013	Shipped			<a href="#">Invoice/Coup</a>
212935	<a href="#">Order Details</a>	23-Dec-2013	23-Dec-2013	Shipped			<a href="#">Invoice/Coup</a>
212827	<a href="#">Order Details</a>	16-Dec-2013	17-Dec-2013	Shipped			<a href="#">Invoice/Coup</a>
212727	<a href="#">Order Details</a>	09-Dec-2013	10-Dec-2013	Shipped			<a href="#">Invoice/Coup</a>

To View, Double Click **“Change Order”**. A **“Change Order”** (existing order) may be Back Order items that have been received and reserved. You add to this order.

## CHANGE ORDER

**Taxpayer Access Point**  **Montana Department of Revenue**

Menu Log Off  
Home  
Back  
Help

TAS Toggle Log  
RunDate: 03-Feb-2014  
Last Request: 1078ms

View Back Orders  
Submit RLD  
Submit Credit for DEF  
Submit Credit for OOS  
Make a Payment

Account ID: LIQ

**Processed and Pending Customer Orders**

#	Order Detail	Filing Period	Closed	Status
	<a href="#">Change Order</a>	12-Feb-2014	31-Jan-9999	NEW
213582		05-Feb-2014		Confirmed
213576	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped
213501	<a href="#">Order Details</a>	29-Jan-2014	30-Jan-2014	Shipped
213394	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213395	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213265	<a href="#">Order Details</a>	15-Jan-2014	15-Jan-2014	Shipped
213257	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped
213163	<a href="#">Order Details</a>	08-Jan-2014	08-Jan-2014	Shipped
213152	<a href="#">Order Details</a>	01-Jan-2014	31-Dec-2013	Shipped

Drop down arrow and select **"Order in TAP"**

## Web Liquor Order


Select order method:

Order in TAP

Submit

Click **2. Place/View/Change Liquor Order** to update or place your order.

**Taxpayer Access Point**

**Montana Department of Revenue**

MenuLog Off

Home

Back

Help

TASToggle Log

RunDate: 03-Feb-2014

Last Request: 2514ms

SubmitCancel

SUMMARY

**Web Liquor Order**  
**Ordering Steps**

1. Pick the Pick Date for your order

05-Feb-2014

If the Pick Date (not submit date) above falls on a holiday,  
please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. **Place/View/Change Liquor Order**

Total Number of Bottles Ordered: 0

Total Number of Cases Ordered: 12

Confirmed: 0

Confirmed: 12

3. Once your order is complete, please click Submit to Save and Submit the order for processing.

4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135.

This brings up your **"Liquor Order Table"** screen.

The Liquor Order Table is where you place an order. You can search for the item and add or remove bottles or cases by utilizing the **"Filter Box"**.

Type the **"Item ID"** or **"Item Name"** in the **"Filter Box"** and Click **"Enter"**. This will bring you to the product item in the filter box. Type the quantity needed under **"Bottles Requested"** or **"Cases Requested"** columns.

Liquor Order Table

Order Pick Date: 05-Feb-2014

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 17

Type name or item number in green box to search

1 - 50 of 3,744

Filter

Item Id - Item Name	Bottles Req	Confirmed	Cases Req	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
010-003301-75 - PEARL SEASONAL MIXED		0	1	0	Special Order Item	120.00	105.45	MyItems
020-000803-75 - COLLINGWOOD 21 YR RYE WHISKEY		0	1	0	Special Order Item	286.20	251.50	MyItems
020-000824-75 - GLENMORANGIE 18 YR GOLF VAP	0	0	1	0	Special Order Item	463.80	407.57	MyItems
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	1	0	Special Order Item	150.30	132.08	MyItems
020-001799-17 - CAPTAIN MORGAN ORG SP RUM BARREL	0	0	1	0	Regular Listed Item	177.90	156.33	MyItems

Requested Total: 3,896.99

Confirmed Total: 2,844.05

[Click Here to View Price Books](#)

Click on **"Bottles Confirmed"** and then **"Cases Confirmed"**. This will bring up the reserved items (bottles or cases depending on what was ordered and now reserved).

Liquor Order Table

Order Pick Date: 05-Feb-2014

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 17

Type name or item number in green box to search

1 - 50 of 3,744

Filter

Item Id - Item Name	Bottles Req	Confirmed	Cases Req	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
010-003301-75 - PEARL SEASONAL MIXED	0	0	1	0	Special Order Item	120.00	105.45	MyItems
020-000803-75 - COLLINGWOOD 21 YR RYE WHISKEY	0	0	1	0	Special Order Item	286.20	251.50	MyItems
020-000824-75 - GLENMORANGIE 18 YR GOLF VAP	0	0	1	0	Special Order Item	463.80	407.57	MyItems
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	1	0	Special Order Item	150.30	132.08	MyItems
020-001799-17 - CAPTAIN MORGAN ORG SP RUM BARREL	0	0	1	0	Regular Listed Item	177.90	156.33	MyItems

Requested Total: 3,896.99


Confirmed Total: 2,844.05

[Click Here to View Price Books](#)

## REMINDER

To return to the full product list, **highlight** the item in the **"filter box"** and hit **"Backspace and Enter"**. The whole product list will appear again. Continue with your order.

## "Filter Box"



11296							
Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items	
110-011296-75 - CROWN ROYAL	0	0	0	0	Regular Listed Item	MyItems	

Click "Ok" when you are finished with your order (not after each page). Otherwise Click on the page number on the bottom left of the page to go to the next page if not using the filter box.

### Liquor Order Table

Order Pick Date

Total Number of Bottles Ordered:

Total Number of Cases Ordered:

[Click Here to View Price Books](#)

Type name or item number in green box to search

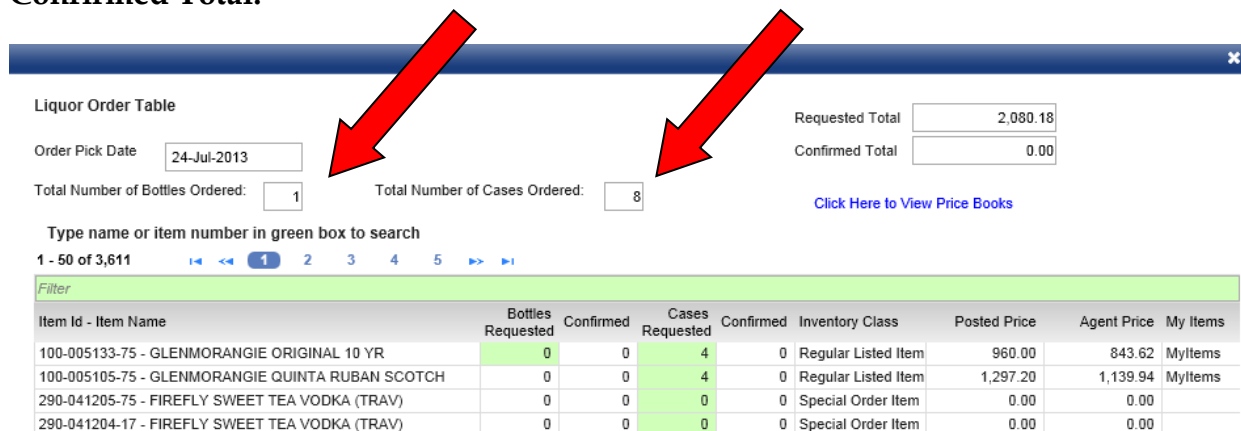
1 - 50 of 3,540 

Filter							
Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items	
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	0	0	Special Order Item	MyItems	
020-003655-75 - HERRADURA SILVER TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
020-003657-75 - HERRADURA REPOSADO TEQUILA	0	0	0	0	Regular Listed Item	MyItems	
040-002299-10 - EARLY TIMES MINT JULEP	0	0	0	0	Special Order Item	MyItems	
100-004046-75 - ABERLOUR A'BUNADH	0	0	0	0	Special Order Item	MyItems	
100-004096-75 - ARDBEG SINGLE ISLAY 10 YR	0	0	0	0	Special Order Item	MyItems	
100-004111-75 - ARDBEG UIGEADAIL	0	0	0	0	Special Order Item	MyItems	
100-004125-75 - ARDMORE SINGLE MALT SCOTCH	0	0	0	0	Special Order Item	MyItems	
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems	

1 - 50 of 3,744 



The Liquor Order Table keeps a running total of your Bottles, Cases, Requested Total and Confirmed Total.



Liquor Order Table

Order Pick Date: 24-Jul-2013

Total Number of Bottles Ordered: 1

Total Number of Cases Ordered: 8

Requested Total: 2,080.18

Confirmed Total: 0.00

[Click Here to View Price Books](#)

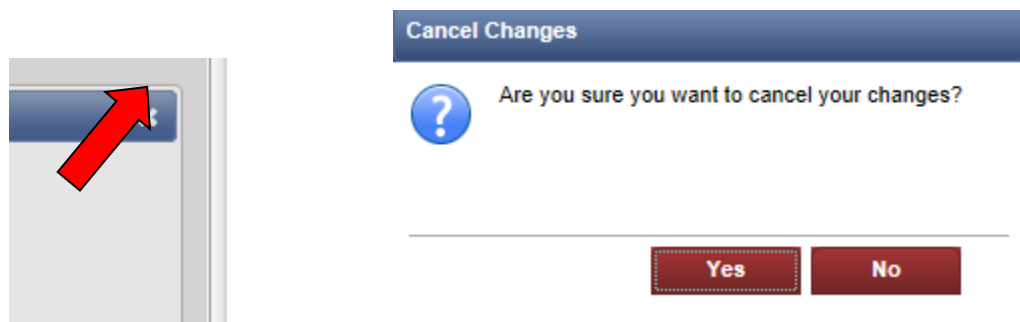
Type name or item number in green box to search

1 - 50 of 3,611

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	Posted Price	Agent Price	My Items
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	4	0	Regular Listed Item	960.00	843.62	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	4	0	Regular Listed Item	1,297.20	1,139.94	MyItems
290-041205-75 - FIREFLY SWEET TEA VODKA (TRAV)	0	0	0	0	Special Order Item	0.00	0.00	
290-041204-17 - FIREFLY SWEET TEA VODKA (TRAV)	0	0	0	0	Special Order Item	0.00	0.00	

If you click the “X” or “Cancel” button in the upper right-hand corner to cancel your changes, you may lose your order. **If you need to cancel your order, call Helena.**

**Please call Helena to cancel for you.**



Cancel Changes

Are you sure you want to cancel your changes?

Yes No

Any items you ordered in the **last year are classified as “My Items”**. These items stay on your order for a year. If you don’t order the product in a year’s time it will drop off. If you order the item regularly, it will always be on your order form and will automatically become a **“My Items”**.

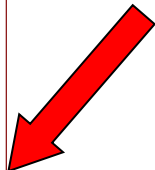
Any first time ordered item, you may have to call Helena to have them add. The TAP product item list is identical to your hard copy.

Type name or item number in green box to search

1 - 50 of 3,461    1 2 3 4 5    >> >>>


Filter

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
015-001319-75 - 12 CROWN ROYAL RESERVE W/GLASSES	0	0	0	0	Seasonal Product	MyItems
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems
100-004376-75 - BALVENIE SINGLE BARREL 15 YR	0	0	0	0	Special Order Item	MyItems
100-004656-75 - BUNNAHABHAIN 12 YR 92.6 PF	0	0	0	0	Special Order Item	MyItems
100-004825-75 - DALMORE SINGLE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems
100-004846-75 - DALWHINNIE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems



**Bottles or Cases Requested** means the product you are requesting on your order. **Confirmed**, means the product has been reserved for you.

Item Id - Item Name	Bottles Requested	Confirmed	Repackable?	Cases Requested	Confirmed	Inventory Class
101 - 005332 - 75 - JOHNNIE WALKER GOLD LABEL	1	1	Yes	0	0	Special Order Item
351 - 048116 - 75 - HENNESSY VSOP COGNAC	3	3	Yes	0	0	Special Order Item
355 - 051036 - 75 - ASBACH URALT BRANDY	0	0	No	1	1	Special Order Item
385 - 053616 - 75 - CAPTAIN APPLEJACK 100 PF	0	0	No	1	1	Special Order Item
450 - 065121 - 05 - GRAND MARNIER LIQ 80 PF	12	12	Yes	0	0	Special Order Item
475 - 064446 - 75 - BERENTZEN APPELKORN	0	0	No	1	1	Special Order Item
010 - 001371 - 05 - BACARDI MULTI-FLAVORED PACK	0	0	No	0	0	Special Order Item
020 - 003657 - 75 - HERRADURA REPOSADO TEQUILA	0	0	Yes	10	0	Regular Listed Item





When you are done changing items to your order, Click the "OK" button at the bottom right corner on any Liquor Order Table page.

**If your order isn't in by 4:00 a.m. the morning of your pick day, TAP will not generate the order.**

**You can go back as many times as you need to make changes BEFORE 10:50 A.M. ON YOUR PICK DAY. Don't forget to click "Submit".**



100-005061-75 - GLENLIVET FRENCH OAK RES 15YR	0	0	0	0	Regular Listed Item	MyItems
100-005075-75 - GLENLIVET ARCHIVE 21 YR	0	0	0	0	Special Order Item	MyItems
100-005078-75 - GLENMORANGIE ASTAR SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005086-75 - GLENLIVET NADURRA 16 YR SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005103-75 - GLENMORANGIE LASANTA SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	0	0	Regular Listed Item	MyItems
100-005136-75 - GLENMORANGIE SINGLE MALT 18 YR	0	0	0	0	Special Order Item	MyItems
100-005246-75 - HIGHLAND PARK 12 YR 86 PF	0	0	0	0	Regular Listed Item	MyItems
100-005278-75 - ISLE OF JURA PROPHECY SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005280-75 - ISLE OF JURA SUPERSTITION	0	0	0	0	Special Order Item	MyItems

1 - 50 of 3,544    1 2 3 4 5 >> >|

OK Cancel

**If you click the “CANCEL” button you will lose your changes. If you have submitted your order and then need to cancel your order, please call Helena to cancel for you.**



## REMEMBER:

Always Click the “Submit” button to “SAVE” changes and to submit your order. You can submit several times to save.

“Submit” to “Save” and Logoff.

The screenshot shows the Montana Department of Revenue Taxpayer Access Point interface. The header includes the Montana Department of Revenue logo and the text "Taxpayer Access Point" and "Montana Department of Revenue". The left sidebar contains a "Menu" with links to "Home", "Back", and "Help", and a "Log Off" button. Below the menu is a "TAS" section with a "Toggle Log" button and status information: "RunDate: 03-Feb-2014" and "Last Request: 760ms". The main content area is titled "Web Liquor Order Ordering Steps" and includes a "SUMMARY" tab. The first step is "1. Pick the Pick Date for your order", which shows a date picker set to "05-Feb-2014" and a note: "If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date". Below this is a note: "Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date". The second step is "2. Place/View/Change Liquor Order", which displays order statistics: "Total Number of Bottles Ordered: 0", "Total Number of Cases Ordered: 17", "Confirmed: 0", and "Confirmed: 12". The third step is "3. Once your order is complete, please click Submit to Save and Submit the order for processing." and the fourth step is "4. If you wish to cancel your entire order for this period, please call us before 11:00 A.M. at 1-800-332-6135." At the top right of the main content area, there are "Submit" and "Cancel" buttons. Red arrows point to the "Log Off" button in the sidebar and the "Submit" button in the top right.

Taxpayer Access Point

Montana Department of Revenue

Menu Log Off

Home

Back

Help

TAS Toggle Log

RunDate: 03-Feb-2014

Last Request: 760ms

SUMMARY

Web Liquor Order  
Ordering Steps

1. Pick the Pick Date for your order

05-Feb-2014

If the Pick Date (not submit date) above falls on a holiday,  
please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. Place/View/Change Liquor Order

Total Number of Bottles Ordered: 0

Total Number of Cases Ordered: 17

Confirmed: 0

Confirmed: 12

3. Once your order is complete, please click Submit to Save and Submit the  
order for processing.

4. If you wish to cancel your entire order for this period, please call us  
before 11:00 A.M. at 1-800-332-6135.

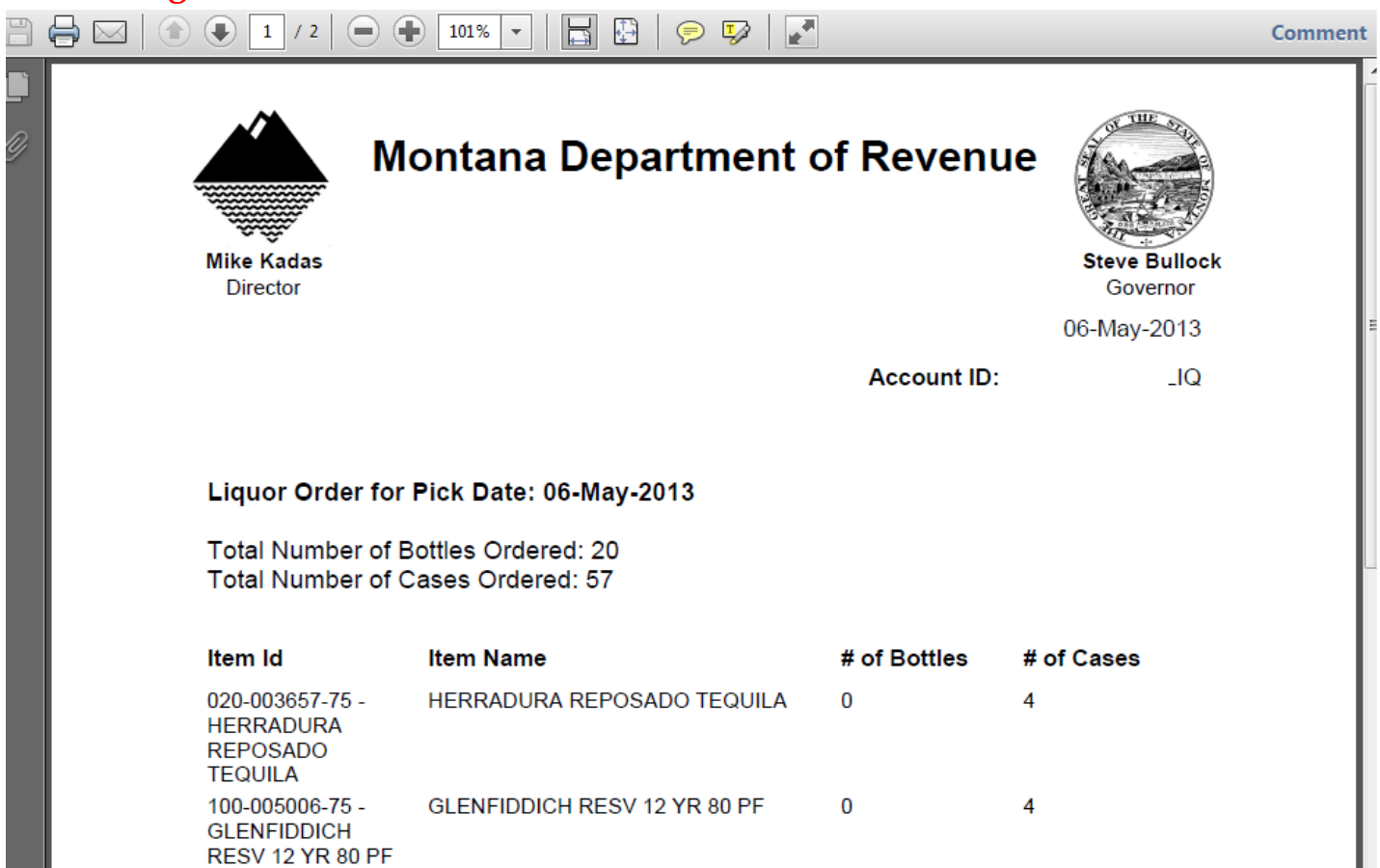
Submit Cancel

This takes you to the “Confirmation” screen. **There is a short time delay when you save your changes and TAP updates your account.**



Click on **“View and Print”** for your confirmation.

**This is what your Confirmation looks like. Please verify your changes before submitting. Click “Ok” when finished.**



Click on "Order Confirmation" for you to review your original confirmation.

Once the warehouse has picked your order you can Click Invoice/Coupon to see your completed invoice and back orders.

The system has a processing feature (for safety) built in so there is a delay in being able to start your next week's order. The next morning you should be able to start a new order.

Give us your feedback									
Menu									
Home									
Back									
FAQs									
Log Off									
RunDate: 20-Feb-2013									
Toggle Log									
Navigation									
My Accounts									
Liq. Store									
Request									
View Back Orders									
Submit RLD									
Make a Payment									
Account ID: 003-LIQ									
Processed and Pending Customer Orders									
Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
		27-Feb-2013	31-Jan-9999	NEW	0.00	0.00			
208433	Change Order	20-Feb-2013		Confirmed	8,589.60	7,548.28			
208329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45	Invoice/Coupon		Order Confirmation
208243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.68	Invoice/Coupon		Order Confirmation
208114	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.70	Invoice/Coupon		Order Confirmation
208014	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,600.00	Invoice/Coupon		Order Confirmation
208013	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70	64,028.44	Invoice/Coupon		Order Confirmation
207904	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	18,120.41	Invoice/Coupon		Order Confirmation
207805	Order Details	26-Dec-2012	27-Dec-2012	Shipped	20,620.20	85,931.05	Invoice/Coupon		Order Confirmation
207811	Order Details	02-Jan-2013	02-Jan-2013	Shipped	97,785.60	134,936.01	Invoice/Coupon		Order Confirmation
207696	Order Details	26-Dec-2012	27-Dec-2012	Shipped	153,551.00	167,924.25	Invoice/Coupon		Order Confirmation
207592	Order Details	19-Dec-2012	20-Dec-2012	Shipped	191,090.10	98,249.34	Invoice/Coupon		Order Confirmation
207468	Order Details	12-Dec-2012	12-Dec-2012	Shipped	111,803.25		Invoice/Coupon		Order Confirmation